

**HEADQUARTERS  
UNITED STATES FORCES, KOREA  
UNIT #15236  
APO AP 96205-5236**

**Eighth U.S. Army Supplement 1  
to USFK Reg 614-1**

**5 January 2004**

**Assignments, Details, and Transfers**

**MILITARY COMMAND SPONSORSHIP PROGRAM  
KEY BILLETS/KEY AND ESSENTIAL POSITIONS**

**SUPPLEMENTATION.** Further supplementation to this regulation and issuance of command and local forms are prohibited without prior approval of Commander, Eighth U.S. Army (EAGA-PP), Unit #15236, APO AP 96205-5236.

USFK Reg 614-1, 12 November 2003, is supplemented as follows:

**Paragraph 1, Purpose.** Add the following at the end of the paragraph:

This supplements USFK Reg 614-1 and prescribes responsibilities, policies and procedures for processing requests for requesting command sponsorship, key billets (KBs), and key and essential positions (KEPs) within Eighth U.S. Army.

**Paragraph 2, Applicability.** Add the following at the end of the paragraph:

This supplement applies to all Major Subordinate Commands (MSCs) and all tenant units assigned or attached to Eighth U.S. Army.

**Paragraph 5, Roles and responsibilities.** Add paragraphs 5i and 5j after paragraph 5h.

i. The Eighth U.S. Army Assistant Chief of Staff (ACofS), G1, has staff oversight responsibility for the command sponsorship and KBs/KEP programs within Eighth U.S. Army. Responsibilities include: establishing policy for accomplishment of managing each program within Eighth U.S. Army, reviewing each request for accuracy/compliance with stated policies, disapproving those requests which do not comply with stated policies, and forwarding those requests for which approval is recommended to the USFK ACofS, J1 for a final determination.

j. All Eighth U.S. Army commanders and staff principals will forward all actions concerning CSP, KBs and KEPs that require, USFK, J1 approval/disapproval to Commander, Eighth U.S. Army, ACofS, G1 (EAGA-PP), Unit# 15236, APO AP 96205-5236, who will then forward those for which approval is recommended to Commander, USFK (FKJ1-DM), Unit# 15237, APO AP 96205-5237, for consideration.

**Paragraph 6, Command sponsorship.** Add the following sentence to the end of paragraph 6e:

The Eighth U.S. Army Chief of Staff and Eighth U.S. Army MSC Commanders in the grade of O6 and above (see list below) are delegated the authority to approve/disapprove requests for redesignation of their respective permanent CSPs with the exception of KBs and KEPs. Further delegation is not

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authorized except for 2d Infantry Division and 19<sup>th</sup> Theater Support Command, who may further delegate this authority to their Assistant Division Commanders and Chiefs of Staff. All other units, to include the Eighth Army Staff, will submit redesignation requests to the Eighth U.S. Army, ACofS, G1 for decision by the Eighth U.S. Army Chief of Staff.

1<sup>st</sup> Signal Brigade  
2<sup>nd</sup> Infantry Division  
6<sup>th</sup> Cavalry Brigade  
8<sup>th</sup> Military Police Brigade  
8<sup>th</sup> Personnel Command  
17<sup>th</sup> Aviation Brigade  
18<sup>th</sup> Medical Command  
19<sup>th</sup> Theater Support Command  
175<sup>th</sup> Finance Command  
501<sup>st</sup> Military Intelligence Brigade  
U.S. Army Contracting Command, Korea  
U.S. Army Engineer District, Far East  
U.S. Army Material Command Forward, Far East  
Korean Regional Office (KORO)

**Paragraph 12, Redesignations.** Add paragraphs 12i and 12j after paragraph 12h.

i. A permanent CSP can be redesignated if it is currently vacant, the incumbent is unaccompanied, or the accompanied incumbent is within 90 days of date eligible to return overseas (DEROS).

j. Redesignations will be processed IAW USFK Regulation 614-1, paragraph 12 and Appendix F. Redesignations will comply with the approved grade bands (see chart below). Requests that do not meet the grade band requirements will be submitted to the 8<sup>th</sup> U.S. Army, ACofS, G1 for decision.

**GRADE BANDS**

Seoul	Daegu	Osan	Humphreys	Pusan
E6-E8	W1-W3/E6-E8/O1-O3	* Cat A	W1-W2/E6-E8/O1-O3	E6-E8
E9	E9	* Cat B	E9	E9
W1-W2/O1-O3	W4-W5/O4-O5	* Cat C	W3-W5/O4-O5	W1-W5/O1-O5
W3-W5/O4-O5	O6	E9	O6	O6
O6		O6		

\*Cat A: On-post housing required. \*Cat B: On-post housing if available. \*Cat C: Off-post housing. Upon approval of redesignation, provide the below information to the Eighth U.S. Army, ACofS, G1 (email will be acceptable):

(1) **Complete unit designation.**

(2) **Position recommended for redesignation.**

(a) CSP Number: (Must include area designation; for example, S for Seoul.)

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- (b) Position title:
- (c) Authorized MOS:
- (d) Authorized grade:
- (e) Paragraph and line number:
- (f) Name, accompanied status, and DEROS of incumbent:

**(3) Position redesignated.**

- (a) Position Title:
- (b) Authorized MOS:
- (c) Position Grade:
- (d) Paragraph and line number:
- (e) Name, accompanied status, and DEROS of incumbent or projected inbound with projected arrival date:

**Glossary.** Add the following acronym to Section I, Abbreviations, in alphabetical order:

MSC                                      Major Subordinate Command

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth U.S. Army (EAGA-PP), Unit 15236, APO AP 96205-5236. This supplement is available electronically at: <https://www-eusa-1.korea.army>.**

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